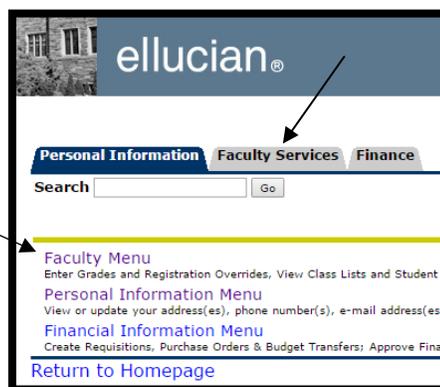


How to Generate a Degree Evaluation

Advisor Instructions

After logging into My.IWU, complete the following to generate a Degree Evaluation:

- Click Banner Self-Service.
- Select Faculty Menu link or Faculty Services Tab.



- Select Advisor Menu.
- Click Degree Evaluation.
- Select the term you would like evaluated (typically it should be the current term).
 - Enter the student's name or ID and click submit. The student's full name and ID will then appear, and you must click submit again.
 - REMINDER: This will default to the last person for whom you ran a Degree Evaluation. To look at a new student use "Select Student ID" at the bottom of the Screen.
 - The student's curriculum information will appear, select either **Generate New Evaluation** or **What-if Analysis**.
 - You must select **Generate New Evaluation** each time you run a Degree Evaluation to ensure that you have the most current information.
 - The What-if Analysis allows you/your advisee to view requirements a student's coursework will fulfill with a different major/minor.

[[View Previous Evaluations](#) | [Generate New Evaluation](#) | [What-if Analysis](#) | [Select Student ID](#)]

| <u>Generate New Evaluation</u> | <u>What –if Analysis</u> |
|---|--|
| <p>This would bring up the degree and major(s) that we currently have in the computer system for the student.</p> <ul style="list-style-type: none">• Ensure the radio button next to the Program (Degree) that you would like the Degree Evaluation generated for is selected.• Select the desired term (typically the current term).• Click Generate Request. | <p>This allows entry of a different major or degree to see what progress the student would have towards this course of study.</p> <ul style="list-style-type: none">• Select the entry term; the term the student entered IWU.• Select the Program or Degree and continue adding majors and concentrations as necessary• Select the desired term (typically the current term).• Click Generate Request. |

(updated August 2016)